

### Section 7.1: Meal Component Requirements

The requirements of the CACFP Infant and Child Meal Patterns were designed to assure that the nutritional needs of participants are met. The meal pattern specifies the types (components) and amounts (portion sizes) of food that must be offered to be eligible for reimbursement. Programs participating in the CACFP must serve meals to all enrolled participants:

<b>Arizona Department of Education CHILD &amp; ADULT CARE FOOD PROGRAM - MEAL PATTERN FOR <u>INFANTS</u></b>			
<b>MEALS</b>	<b>Birth through 3 Months</b>	<b>4 through 7 Months</b>	<b>8 through 11 Months</b>
<b>BREAKFAST</b>	4 to 6 fl. oz. of infant formula <sup>1</sup> or breast milk <sup>2, 3</sup>	4 to 8 fl. oz. of infant formula <sup>1</sup> or breast milk <sup>2,3**</sup> <b>and</b> 0 to 3 tablespoons of infant cereal <sup>1,4</sup> (optional)	6 to 8 fl. oz. of infant formula <sup>1</sup> or breast milk <sup>2,3**</sup> <b>and</b> 2 to 4 tablespoons of infant cereal <sup>1</sup> <b>and</b> 1 to 4 tablespoons of fruit or vegetable or both <sup>*, **</sup>
<b>LUNCH or SUPPER</b>	4 to 6 fl. oz. of infant formula <sup>1</sup> or breast milk <sup>2, 3</sup>	4 to 8 fl. oz. of infant formula <sup>1</sup> or breast milk <sup>2,3**</sup> <b>and</b> 0 to 3 tablespoons of infant cereal <sup>1,4</sup> (optional) <b>and</b> 0 to 3 tablespoons of fruit or vegetable or both <sup>4</sup> (optional)	6 to 8 fl. oz. of infant formula <sup>1</sup> or breast milk <sup>2,3**</sup> <b>and</b> 1 to 4 tablespoons of fruit or vegetable or both <sup>*, **</sup> 2 to 4 tablespoons of infant cereal <sup>1</sup> <b>and/or</b> 1 to 4 tablespoons of meat, fish poultry, egg yolk, cooked dry beans or peas or 1/2 to 2 oz. of cheese or 1 to 4 oz. of cottage cheese, cheese food
<b>SNACK</b>	4 to 6 fl. oz. of infant formula <sup>1</sup> or breast milk <sup>2, 3</sup>	4 to 6 fl. oz. of infant formula <sup>1</sup> or breast milk <sup>2,3**</sup>	2 to 4 fl. oz. of infant formula <sup>1</sup> or breast milk <sup>2,3**</sup> or 100% full-strength fruit juice <sup>**</sup> <b>and</b> 0 to 1/2 whole grain or enriched bread <sup>4</sup> or 0 to 2 whole grain enriched crackers <sup>4</sup>
<p><b>* Must be provided by caregiver to qualify for reimbursement.</b></p> <p><b>**Meals containing breast milk or formula provided by the parent and served to infants 4 - 7 months or older, may be claimed for reimbursement when the other components are supplied by the caregiver.</b></p> <p><b>1 Infant formula and infant cereal must be iron-fortified.</b></p> <p><b>2 Breast milk or formula, or portions of both, may be served; however, it is recommended that breast milk be served in place of formula from birth through 11 months.</b></p> <p><b>3 For some breastfed infants who regularly consume less than the minimum amount of breast milk per feeding, a serving of less than the minimum amount of breast milk may be offered, with additional breast milk offered if the infant is still hungry.</b></p> <p><b>4 A serving of this component is required when the infant is developmentally ready to accept it.</b></p>			

**Arizona Department of Education  
CHILD & ADULT CARE FOOD PROGRAM – MEAL PATTERN FOR CHILDREN**

MEALS	REQUIRED COMPONENTS	1 & 2 YEARS	3 - 5 YEARS	6 – 12 YEARS	FOOD COMPONENTS
<b>BREAKFAST</b>	1 milk  1 fruit/vegetable  1 grain/bread <sup>2</sup>	1/2 cup  1/4 cup  1/2 slice 1/2 serving 1/4 cup or 1/3 oz. 1/4 cup	3/4 cup  1/2 cup  1/2 slice 1/2 serving 1/3 cup or 1/2 oz. 1/4 cup	1 cup  1/2 cup total  1 slice 1 serving 3/4 cup or 1 oz. 1/2 cup	fluid milk <b>and</b> juice <sup>1</sup> , fruit and/or vegetable <b>and</b> bread or cornbread, or biscuits, or rolls, or muffins or cold dry cereal  or hot cooked cereal, or pasta, or noodles, or grains
<b>LUNCH</b>  <b>or</b>  <b>SUPPER</b>	1 milk  2 fruits/vegetables (2 separate kinds)  1 grain/bread <sup>2</sup>    1 meat or meat alternate	1/2 cup  1/4 cup    1/2 slice 1/2 serving 1/4 cup  1 oz. 1 oz. 1/2 egg 4 oz. 1/4 cup 2 tbsp. 1/4 oz.	3/4 cup  1/2 cup    1/2 slice 1/2 serving 1/4 cup  1 1/2 oz. 1 1/2 oz. 3/4 egg 6 oz. 3/8 cup 3 tbsp. 3/4 oz.	1 cup  3/4 cup total    1 slice 1 serving 1/2 cup  2 oz. 2 oz. 1 egg 8 oz. 1/2 cup 4 tbsp. 1 oz.	fluid milk <b>and</b> juice <sup>1</sup> , fruit and/or vegetable (2 or more total) <b>and</b>  bread or cornbread, or biscuits, or rolls, or muffins or or hot cooked cereal, or pasta, or noodles, or grains <b>and</b> lean meat, poultry, fish, alternate protein product, or cheese or egg or yogurt or cooked dry beans or peas <sup>3</sup> or peanut, soy, or other nut or seed butters or Peanuts, soy nuts, tree nuts or seeds <sup>4</sup>
<b>SNACK</b>  (Select 2 of the 4 components must be from 2 different groups)	(Choose 2 of these 4)  1 milk  1 fruit/vegetable  1 grain/bread <sup>2</sup>    1 meat or meat alternate	  1/2 cup  1/2 cup  1/2 slice 1/2 serving 1/4 cup or 1/3 oz. 1/4 cup  1/2 oz. 1/2 oz. 1/2 egg 2 oz. 1/8 cup 1 tbsp. 1/4 cup	  1/2 cup  1/2 cup  1/2 slice 1/2 serving 1/3 cup or 1/2 oz. 1/4 cup  1/2 oz. 1/2 oz. 1/2 egg 2 oz. 1/8 cup 1 tbsp. 1/2 cup	  1 cup  3/4 cup total  1 slice 1 serving 3/4 cup or 1 oz. 1/2 cup  1 oz. 1 oz. 1/2 egg 4 oz. 1/4 cup 2 tbsp. 3/4 cup	  fluid milk <b>or</b> juice <sup>1</sup> , fruit and/or vegetable <b>or</b>  bread or cornbread, or biscuits, or rolls, or muffins or cold dry cereal  or hot cooked cereal, or pasta, or noodles, or grains <b>or</b> lean meat, poultry, fish, alternate protein product, or cheese or egg or yogurt or cooked dry beans or peas <sup>3</sup> or peanut, soy, or other nut or seed butters or Peanuts, soy nuts, tree nuts or seeds <sup>4</sup>

<sup>1</sup> Fruit or Vegetable Juice must be 100% full-strength.

<sup>2</sup> Breads/Grains must be whole-grain, enriched meal or flour. Cereal must be whole-grain or enriched or fortified.

<sup>3</sup> Dried beans or peas may be used as a meat alternate or vegetable component; but doesn't meet the requirement for both.

<sup>4</sup> Peanut butter, nuts/seeds meet only 50% of total meat/meat alternate serving and must be combined with another meat or meat alternate to fulfill lunch or dinner requirements. Not more than 1 ounce of nuts/seeds may be used in any meal.

Lettuce must be accompanied with another fruit or vegetable. Raisins must be served w/ another fruit or vegetable at breakfast and snacks. Cottage cheese, cheese food/spread; portion size must be doubled.

**High Fat / High Sugar Items:** CACFP promotes nutritious meals served to participants while in care. Institutions participating in CACFP must ensure no more than two high sugar items and no more than two high fat items are served per week. High sugar items may only be served during breakfast or snack. High fat items may be served during lunch and supper. High sugar/high fat products include, but are not limited to:

### Low-quality, high-fat food items

(Greater Than 35% Total Calories From Fat)

<b>Croissants</b>	<b>Sausage/bacon</b>	<b>Hot Pockets</b>	<b>Corn dogs</b>
<b>Margarine/Butter</b>	<b>Hot dogs</b>	<b>Bologna</b>	<b>Tater tots</b>
<b>Salami/Pepperoni</b>	<b>Chicken Nuggets/Patties</b>	<b>Fish Sticks Nuggets/Shapes</b>	<b>Tortilla chips/Potato Chips</b>
<b>French fries (oven-baked, homemade potato wedges are not high fat)</b>			
<b>Full-fat Cream Cheese, Sour Cream, Mayo, Tarter Sauce, Dressings and Dipping Sauces</b>			

**This list is to be used for reference and is not all inclusive.  
Excessive High Fat items will result in meal disallowances.**

### High-sugar food items

(Greater Than 35% Total Sugar By Weight)

<b>Syrup</b>	<b>Honey</b>	<b>Donuts</b>	<b>Brownies</b>	<b>Cookies</b>	<b>Pop Tarts</b>
<b>Granola Bars</b>	<b>Cereal bars</b>	<b>Vanilla Wafers</b>	<b>Gelatin/Jell-O</b>	<b>Jam/Jelly</b>	<b>Cake/Cupcake</b>
<b>Custard/ Pudding</b>	<b>Toaster Pastries</b>	<b>Rice Krispie Treats</b>	<b>Iced-Animal Cracker</b>	<b>Quick Breads/ Muffins</b>	<b>Cinnamon Rolls/Danish</b>
<b>Flavored Milk, including chocolate</b>			<b>High Sugar Breakfast Cereals</b>		

**This list is to be used for reference and is not all inclusive.  
Excessive High Sugar items will result in meal disallowances.**

Even though many items identified above are not reimbursable, such items frequently appear on menus. CACFP encourages the use of seasonal fresh fruits and vegetables, whole grain products and high quality proteins.

If you purchased an item that is listed in the tables above and you feel that item is within CACFP guidelines, refer to the nutrition calculator on the next page. If that product is within CACFP guidelines (based on the results provided on the online nutrition calculator), print a copy of the results page, attach a copy of the original products container, and keep in your files for review purposes. **Note: Food items labeled as “lite” or “low-fat” may not meet the CACFP guidelines for high fat and high sugar items. Use the nutrition calculator to determine whether or not a particular item (i.e. syrup or ranch) is considered a high fat or high sugar item on CACFP to avoid disallowances.**

### Arizona CACFP Nutrition Calculator

This calculator is provided to assist day care centers, in-home providers, and sponsoring organizations in determining whether food items meet the Arizona CACFP Fat and Sugar Standards. CACFP allows no more than two high sugar and/or two high fat items per week. To access the online calculator, go to: <http://www.ade.az.gov/cacfnutritioncalculator> and follow these instructions.

- Complete Steps 1 and 2: Enter requested information in the drop-down menus provided.
- Complete Step 3: Read the disclaimer. Check the box if you agree.
- Click the "Evaluate" button to see the results.



What type of test do you need to perform (you first select below "High Fat" or "High Sugar")?

High Sugar

- Use the "High Sugar" test if you know the "Sugar per Serving" and "Serving Size" information.
- Use the "High Fat" test if you know the "Calories from Fat" per serving and the "Calories per Serving" information.
- Use the "High Fat (no Calories from Fat)" test if you know the "Total Fat" and the "Calories per Serving" information.



### TEST FOR "HIGH SUGAR"

Serving Size (g): 30

Sugar Per Serving Size (g): 1

Nutrition Facts			
Serving Size 1 cup (30g)			
Children Under 4: ¼ cup (20g)			
Servings Per Container about 19			
Children Under 4: about 28			
Amount Per Serving	with 1/2 cup skim milk		Cereal for Children Under 4
<b>Calories</b>	110	150	70
Calories from Fat	15	20	10
<b>% Daily Value**</b>			
<b>Total Fat</b> 2g	3%	3%	1g
Saturated Fat 0g	0%	3%	0g
Trans Fat 0g			0g
Polyunsaturated Fat 0.5g			0g
Monounsaturated Fat 0.5g			0g
<b>Cholesterol</b> 0mg	0%	1%	0mg
<b>Sodium</b> 210mg	9%	12%	140mg
<b>Potassium</b> 200mg	6%	12%	130mg
<b>Total Carbohydrate</b> 22g	7%	9%	15g
Dietary Fiber 3g	11%	11%	2g
Soluble Fiber 1g			0g
<b>Sugar</b> 1g			1g
Other Carbohydrate 18g			12g
<b>Protein</b> 3g			2g



RESULTS:

**YOUR ITEM CONTAINS 3.3% SUGAR WHICH IS WITHIN CACFP GUIDELINES.**

### Disclaimer



I have read and agree with the following:

I hereby certify that I am responsible for the accurate input of information to determine if a product meets the Arizona CACFP Nutrition Standards. I understand that the Arizona Department of Education does not collect or maintain any information submitted or entered into the Arizona CACFP Nutrition Calculator. I agree the Arizona Department of Education is not responsible for the inaccurate input of information into the Arizona CACFP Nutrition Calculator by its users. I am solely responsible for the information and the results generated by my input into the Arizona CACFP Nutrition Calculator. I understand I may not modify or alter the information provided by the Arizona CACFP Nutrition Calculator.

## Section 7.2: Component Requirements

The following requirements must be met in preparing a creditable meal. For further information on creditable and non-creditable food items, please refer to:

- The CACFP Credible Foods Guide at <http://www.ade.az.gov/health-safety/cnp/cacfp/child/Interest.asp>.

### Meat/Meat Alternate

- Must be served at lunch and/or supper and may be served as one of the two required components for snack.
- May include but not limited to lean meat, fish, poultry, cheese, egg, yogurt, cooked dry beans/peas, peanut butter, other nut or seed butters. **Caution should be taken to ensure that a child is not allergic to nuts or nut butters before serving. PEANUT ALLERGIES can be VERY SERIOUS and in some case, LIFE THREATENING. Nuts are not recommended for children 3 years old and younger because choking can occur.**
- Peanut butter meets only 50% of the required portion for lunch and or supper.
- Dry beans or peas may count as a meat/meat alternate or vegetable/fruit requirement, but not both in the same meal.
- Frankfurters cannot contain meat-by-products (pork stomachs, snouts, tripe, hearts, tongues, fat, fatty tissue, lips, weasand [wind-pipe] and spleen), variety meats, cereals, binders or extenders (cereal, dried milk, isolated soy protein, sodium caseinate, dry or dried whey, whey protein, soy flour, soy protein, starchy vegetable flour, vegetable starch, wheat gluten, tapioca, and dextrin).
- Commercially prepared food products must be CN-labeled or a product analysis sheet must be obtained from the food manufacturer to determine the meat/meat alternate contribution toward the meal pattern.
- Cottage cheese, cheese food or cheese spread must be served at twice the quantity as natural or processed cheeses.

### Fruit/Vegetable

- Breakfast must contain one serving of fruit or vegetable.
- May be served as one of the two required components for snack.
- Fruit juice must be 100% full strength. Best practice is to limit juice to two times per week.
- Juice may not be served if milk is the only other component.
- Lunch/supper must contain two servings of fruit and/or vegetable from two different sources. Best practice is to always serve one fruit and one vegetable.
- Combination fruit or vegetable dishes count for one fruit or vegetable component.
- Dry beans or peas may count as a vegetable component or meat/meat alternate, but not both in the same meal.
- Lettuce must be accompanied with another fruit or vegetable.

## Grains/Breads

- Must be served at breakfast, lunch and/or supper and may be served as one of the two required components for snack.
- Must be served as an accompaniment to or a recognizable integral part of the main dish and not merely as an ingredient.
- May include but not limited to rolls, muffins, cornbread, biscuits, cooked or cold dry cereal, pasta, noodle products, or cereal grains.
- Bread alternates high in sugar and fat must be limited to two times a week and may only meet the grain requirement for breakfast or snack.
- Cereals must be whole grain, enriched or fortified.
- Grain/Breads must be made from whole grain or enriched meal flour.

Reading Food Labels: When searching for whole grain items, begin by examining the food label. The first ingredient listed on the label will indicate the main ingredient that was used in making the product. Consider the example below: the first ingredient listed on the label cites, "Made With Whole Wheat Flour" therefore, the bread is primarily made from "Whole Grain."



If the ingredient list says "Bleached" flour, "Enriched" flour, or "Wheat Flour," it's just colored "White Bread" and is not a whole grain item. Some labels will say only "Wheat Flour," which contains a small percentage of whole wheat. If a label says "Wheat Flour," assume it's not *Whole Wheat*. The key-word on the bread label is "Whole."

**Milk**

- Fluid milk must be served at breakfast and lunch and may be served as one of the two required components for snack.
- Fluid milk means pasteurized fluid unflavored or flavored skim milk, low fat milk, whole milk, or cultured buttermilk, all of which must meet State and Local standards.
  - ADE recommends that whole milk be served up to the age of two and 1% be served to children ages two and above.
- May be served as a beverage and/or poured over cereal.
- If fruit juice is served for snack, fluid milk may not be served as the only other component.
- Flavored milks are considered high sugar items.

**Section 7.3: Types of Meal Service**

Meals claimed under the CACFP must be consumed at the day care facility and may be served traditional-style or family-style. It is best practice for staff not to consume outside food in front of the children.

**Traditional-Style**

Under this method of meal service, meals are portioned or pre-plated to meet the minimum meal pattern requirement for each participant. The minimum portion of each required food component must be served to the participant all at once. Sponsors who ration out small portions of each food component because of the possibility of spillage or food waste do not meet CACFP requirements and will result in disallowing the meal(s).

**Family-Style**

This method of meal service requires that sufficient amounts of each food component be placed on the table to provide the required minimum portions for all the participants at the table. This should also accommodate Program staff supervising the meal service, if they eat with the participants. Supervising staff must assume an active responsibility in offering the participant the full required minimum portion of each food component. The children should serve themselves and they do not have to consume each component.

Family style eating provides a learning experience where adults and children can sit together to eat meals and/or snacks. Adults are involved by eating the same food, modeling good eating habits, and, most importantly role-modeling social skills with the children.

### Section 7.4: Requirements of Meal Service

#### Allowable Meals

The following Meals/Snacks may be claimed for reimbursement:

MEALS	SNACKS	MEALS AND SNACK REIMBURSEMENT IS LIMITED TO
<ul style="list-style-type: none"> <li>• Breakfast</li> <li>• Lunch</li> <li>• Supper</li> </ul>	<ul style="list-style-type: none"> <li>• AM Snack</li> <li>• PM Snack</li> <li>• Night Snack</li> <li>• At-Risk Snack</li> </ul>	<p>Two Meals and One Snack or Two Snacks and One Meal or Three Snacks, Per Participant Per Day however Emergency Shelters are excluded from these limitations. Shelters may claim up to 3 meals per participant, per day</p>

#### Meal Times

When planning meals, sponsors should keep in mind the food needs of participants, their ages, time of their arrival, and length of stay at the center.

Meals must be served within the customary meal times and within the claimable duration of food service. The CACFP defines customary meal time as the “normal” time when a meal is served. For example, breakfast should not be served at 10am. If participants arrive at this hour, they should be served an AM snack.

Meals claimed for reimbursement must be served within the customary meal times but may not exceed the claimable duration of food service allowed as indicated below:

Meal Type	Customary Meal Times	Claimable Duration of Food Service
Breakfast	6am-9am	1 ½ hours
AM Snack	Between B & L	1 hour
Lunch	11am-1pm	2 hours
PM Snack	Between L & S	1 hour
Supper	5pm-7pm	2 hours
Night Snack	After 7pm	1 hour
ANY DEVIATION FROM THIS SCHEDULE REQUIRES WRITTEN APPROVAL FROM ADE*		

\* Infants are fed on demand and do not have to adhere to the customary meal times.

Meals must be scheduled far enough apart so the participant has an appetite for the next meal. The CACFP requires a minimum of a two-hour span between the beginnings of each meal. The following are examples claimable meal times. Note the two-hour span between the start of each meal:

Meal Type	Meal Times Example I	Meal Times Example II	Meal Times Example III
Breakfast	7-8:30am	8-9am	6-7:30am
AM Snack	9-10am	10-10:30am	9-9:30am
Lunch	11am-1pm	12-1pm	11am-12pm
PM Snack	2-3pm	2-2:30pm	1:30-2:30pm
Supper	5-7pm	5-6:30pm	5-6pm

**Section 7.5: Types of Meal Preparation**

The type of meal preparation a sponsor chooses depends on their own operations, type of menu, availability of food service equipment, food preparation space, staffing, budget, and other factors.

**On-Site Preparation**

Meals are prepared and served at the same site. This is the most economical method if the facility has a full kitchen, proper food preparation equipment, and available staff. Meals prepared on-site must be inspected by the county's "Environmental Health Services Department." The current and valid kitchen permit must be available for ADE, USDA, or independent auditors.

**Contract With a School Food Service Provider**

Food service systems where a public or private nonprofit school provides meals that meet CACFP requirements to a day care facility. CACFP Sponsors who contract with a school food service provider that participates in the National School Lunch Program or the National School Breakfast Program may substitute the meal pattern requirements of those Programs for the meal pattern requirements of the CACFP.

A copy of the standard school food service provider contract is available upon request from ADE. A sponsor who enters into a written agreement or contract with a school food service provider does not relieve itself from the responsibilities of Program compliance. A copy of the signed contract must be submitted prior to Program operations and reimbursement of meals.

**Contract With a Food Service Vendor**

The sponsor enters into a written agreement or contract with the food service vendor to provide meals that meet CACFP requirements. A copy of the standard food service vendor contract is available upon request from ADE. Signing a contract with a food service vendor does not relieve the sponsor from the responsibilities of Program compliance. A copy of the signed contract must be submitted prior to Program operations and reimbursement of meals. ADE is not responsible for any agreement the provider has with a food service vendor.

## Section 7.6: Requirements of Meal Preparation

### Menus

The CACFP requires that menus posted at child care facilities must indicate the required components that meet the meal pattern requirements, including limiting high fat items and high sugar items to two times per week. The menus must be posted in an area accessible to parents/guardians, appropriately dated, and include the required non-discrimination statement (refer to Chapter 6, section 2). To assist with meal planning, menus should be planned at least two weeks in advance. Consider the following when planning menus:

- **Costs** – ADE requires that 50% of your reimbursement be spent solely on food purchases (excluding fuel cost, supplies, or contract fees from distributors). Purchase fresh fruits/vegetables that are in season. Fresh produce tends to be more expensive if bought when not in abundance. Purchase more frozen produce than canned items. Frozen produce is harvested at the peak of the season, providing better quality produce.
- **Variety** – Prepare a food item in different ways. Instead of serving mashed potatoes, try preparing scalloped or oven-baked potatoes. Serve foods with a variety of color, texture, flavor and temperature. This will make the food more appealing to children.
- **Dietary Guidelines** – Following the guidelines will assist in planning healthier meals.
- **Staff** – Take into account the employee who prepares the meals, their experience, and skill in planning and preparing meals.

A cycle menu is a series of menus that are used repeatedly over a designated period of time. If using a cycle menu, the CACFP requires a four-week cycle at the minimum, with no repeating entrées. Cycle menus must be dated to correspond with production worksheets. Sample cycle menus can be found on ADE's CACFP website at: <http://www.ade.state.az.us/health-safety/cnp/cacfp/5-WeekCycleMenu/>. The following is an example of a four-week cycle menu:

Menu 1 of 4			Date: _____		
	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Breakfast</b>					
Grain/Bread	Whole Wheat Toast	Pancakes	Oatmeal	Wheaties	Raisin Bagel
Fruit/Veggie	Nectarines	Applesauce	Blueberries	Strawberries	Banana
Milk	Whole/1%	Whole/1%	Whole/1%	Whole/1%	Whole/1%
<b>Lunch</b>	HM Chili Mac	Spaghetti	Chicken Soft Tacos	Hamburger	Turkey Sandwich
Grain/Bread	Macaroni	Spaghetti	Flour Tortillas	Whole Wheat Bun	Whole Wheat Bread
Meat/Meat Alt.	Ground Turkey/Cheese	HM Meat Sauce	Shredded Chicken	Ground Beef Patty	Turkey
Fruit/Veggie #1	Kidney Beans	Broccoli	Lettuce/Tomato	Mashed Potatoes	Corn
Fruit/Veggie #2	Apple Wedges	Peaches	Orange	Grapes	Watermelon
Milk	Whole/1%	Whole/1%	Whole/1%	Whole/1%	Whole/1%
<b>AM Snack</b>	Ants on a Log	Cheese Quesadilla			
Select 2 components	Celery/Raisins	Flour Tortilla	Rolled Turkey	Cucumber Slices	Yogurt
	Peanut Butter	Cheese	Carrots	Whole Wheat Toast	Granola
<b>PM Snack</b>					
Select 2 components	Breadsticks	Chocolate chip cookie	Tomato Soup	Hard Boiled Egg	String Cheese
	Marinara Sauce	Milk	Macaroni Noodles	Cranberry Juice	Cantaloupe

## Menu 2 of 4

Date: \_\_\_\_\_

	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast		Omelet	Yogurt w/		
Grain/Bread	Waffles	Whole Wheat Toast	Granola	Cheerios	WW English Muffin
Fruit/Veggie	Fresh fruit berry blend(strawberries, blueberries, raspberries)	Red, Green Peppers/Salsa	Raspberries	Banana	Oranges
Milk	Whole/1%	Whole/1%	Whole/1%	Whole/1%	Whole/1%
Lunch	HM Chicken Stir Fry	HM Pepperoni Pizza	Tuna Casserole	Chicken Quesadillas	Baked Ham
Grain/Bread	Brown Rice	Pizza Crust	Egg Noodles	Flour Tortilla	Whole Wheat Roll
Meat/Meat Alt.	Chicken	Cheese/Pepperoni	Tuna	Chicken/Cheese	Ham
Fruit/Veggie #1	Broccoli/Red Peppers	Pizza Sauce	Peas/Celery	Pinto beans	Green Beans
Fruit/Veggie #2	Baked apples	Pineapple	Pears	Mango	Strawberries
Milk	Whole/1%	Whole/1%	Whole/1%	Whole/1%	Whole/1%
AM Snack					
Select 2 components	Grapes	HM french fries	Biscuit with Jelly	Pineapple	Cucumber
	Pretzels	Chili	Milk	Cottage Cheese	Bagel
PM Snack					
Select 2 components	Tuna Salad	Bean Burrito	Kiwi	English Muffin	Cheese
	Pita pocket	Apple Juice	String Cheese	blueberries	Crackers - Saltines

## Menu 3 of 4

Date: \_\_\_\_\_

	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast					
Grain/Bread	WW Bagel	Kix Cereal	Pancakes	Oatmeal w/ Raisins	Flour Tortilla
Fruit/Veggie	Apricots	Grapes	Blueberries	Strawberries	Baked apples
Milk	Whole/1%	Whole/1%	Whole/1%	Whole/1%	Whole/1%
Lunch	HM Chicken Soup	Fish Sticks	Bean Burrito	Baked Chicken	Sloppy Joes
Grain/Bread	Rice	Breading	Flour Tortilla	Whole Wheat Roll	Hamburger Bun
Meat/Meat Alt.	Chicken	Fish (white)	Refried Beans/Cheese	Chicken	Ground Turkey
Fruit/Veggie #1	Celery/Carrots/Potatoes	Corn	Salsa	BBQ Beans	Tomato Sauce
Fruit/Veggie #2	Grapes	Mandarin Oranges	Mixed Fruit	Applesauce	Banana
Milk	Whole/1%	Whole/1%	Whole/1%	Whole/1%	Whole/1%
AM Snack					
Select 2 components	Carrots	Waffle	Baked Potato	Fruit Skewers	Cottage cheese
	Brown Rice	Melon	Shredded Cheese	yogurt	peaches
PM Snack					
Select 2 components	Turkey/Ham	Wheat Thins	Bran Muffin	Granola Bar	Breadsticks
	Whole Wheat Bread	String cheese	Milk	Cranberry Juice	Marinara sauce

## Menu 4 of 4

Date: \_\_\_\_\_

	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast	Breakfast Burrito (Egg/Cheese)				
Grain/Bread	Flour Tortilla	WW Toast w/ Peanut Butter	Shredded Wheat	WW English Muffin	Waffles
Fruit/Veggie	Potato/Salsa/Peppers	Pears	Strawberries	Cantaloupe	Raspberries
Milk	Whole/1%	Whole/1%	Whole/1%	Whole/1%	Whole/1%
Lunch	Turkey Dinner	Chicken Nuggets	Vegetable Lasagna	Chili	Bagel Sandwich
Grain/Bread	Dinner Roll	Breading	noodles	Corn Bread	WW Bagel
Meat/Meat Alt.	Turkey w/ Gravy	Chicken (white meat)	Beef and cheese	Ground Turkey	Ham/Cheese
Fruit/Veggie #1	Corn/Mashed Potatoes	HM French Fries	Tomato Sauce/ broccoli/Carrots	Kidney Beans	Lettuce/Tomato
Fruit/Veggie #2	Fruit Salad	Plum	Grapes	Pineapple	Green Apple
Milk	Whole/1%	Whole/1%	Whole/1%	Whole/1%	Whole/1%
AM Snack					
Select 2 components	Mango	Bagel w/cream cheese	Cottage Cheese	Tortilla	Hard Boiled Egg
	Crackers	banana	Peaches	Peanut Butter	Oranges
PM Snack			Grilled Cheese		
Select 2 components	WW bread	Cranberry Muffin	WW Bread	Breadstick	Corn Bread
	Chicken salad	Milk	Cheese	Apple Juice	Carrots

Whole milk will be provided for children 1-2 years of age and 1% milk will be provided for all children over the age of 2. Water is offered with all meals. All juices served are 100% fruit juice.

This institution is an equal opportunity provider.

Changes made to the menu due to seasonal changes or food substitutions must be noted on the menu or cycle menu, and the appropriate calculation adjustments must be made on the corresponding production worksheet. Menu plans must be dated and posted in a public place (i.e. bulletin boards). Menu substitutions must be documented. For further information on menu planning please refer to the *CACFP Creditable Foods Guide* and the *CACFP Simplified Buying Guide*. To obtain a copy of either guide, go to: <http://www.ade.az.gov/health-safety/cnp/cacfp/child/Interest.asp>.

**Production Worksheets**

Production worksheets are used to ensure that sufficient amounts of food are prepared for the number of participants claimed and staff served. Production worksheets should be completed in advance, prior to meal preparation, and used as a tool to:

- Plan for the amount of food needed
- Be used as a food purchase list
- Record actual amounts of food used

**Refer to Chapter 5 for more information regarding production worksheets.**

### Section 7.7: Food Substitutions/Modifications

Meals served to participants and claimed for reimbursement must meet the meal pattern requirements (See Section 7.1: Meal Component Requirements). Food substitutions or modifications may be made if a participant is unable to consume foods as listed in the meal pattern due to medical reasons or other special dietary needs. Meals containing substitutions because of medical or special dietary needs may be claimed only when supported by a statement from a recognized medical authority. A recognized medical authority may include, but is not limited to, a medical physician (MD), registered nurse (RN), or registered dietitian (RD). The medical statement must include a list of recommended food substitutes or alternatives and the food(s) to be omitted from the participant's diet. Medical statements for food substitution(s) must be maintained on file at the site. The following is a CACFP Medical Statement (Note: Prescription pads are acceptable in lieu of the medical statement as long as it contains all the required information). This statement is available at <http://www.ade.az.gov/health-safety/cnp/cacfp/child/>.

CHILD & ADULT CARE FOOD PROGRAM  
MEDICAL STATEMENT FOR PARTICIPANTS REQUIRING FOOD SUBSTITUTIONS

Name of Participant:	Date of Birth:	
Parent Name:	Parent Telephone Number:	
Name of Center:	Telephone Number of Center:	
Address of Center:		
Dear Parent/Guardian:		
<p>This day care center participates in the Child and Adult Care Food Program (CACFP) and must serve meals and snacks meeting the CACFP requirements. Food substitutions may be made only when supported by a recognized medical authority. A recognized medical authority may include, but is not limited to a medical physician, registered nurse, or registered dietitian. The recognized medical authority must specify, in writing, an indication of the medical or other special dietary condition which restricts the participant's diet; the food to be omitted and the food or choice of foods that may be substituted. Please have a medical authority complete and sign this form. Return it to the center director upon completion.</p>		
<b>1. Identify</b> the medical or special dietary condition which restricts the participants diet:		
<p>The participant has the following <u>disability</u> as defined under Section 504 of the Rehabilitation Act or Part B of IDEA which requires food substitutions: _____</p> <p>The participant has the following <u>food allergy</u> that may result in a severe, life-threatening (anaphylactic) reaction which therefore meets the definition of a disability and requires food substitutions: _____</p> <p>The participant has the following <u>food intolerance</u> which does not meet the definition of a disability but it is preferred that certain foods be avoided: _____</p>		
<b>2. Explain</b> why the disability restricts the diet and the major life activity affected by the disability:		
<p>_____</p> <p>_____</p> <p><input type="checkbox"/> N/A Participant is not disabled</p>		
<b>3. List</b> the food or foods to be omitted from the diet and the food or foods that are to be substituted:		
Foods to be omitted	Allowable Substitutions	Additional instructions, requirements, or modifications (such as special equipment, texture, thickness, etc.)
<b>4. Certify</b> that the participant must be provided the special diet or accommodations indicated above:		
Printed Name	Title	
Signature	Date	

Individuals with food allergies or intolerances do not have a disability as defined under 7 CFR 15b.3 of the USDA's nondiscrimination regulations. Institutions are *strongly* encouraged but not required to make substitutions for food allergies and intolerances. If the parent/guardian provides the substitution, then that child's meal(s) is not reimbursable. However, when food allergies may result in severe, life-threatening (anaphylactic) reactions, the participant's condition does meet the definition of *disability*, and the substitutions *must* be made. Documentation regarding the child's disability and modifications required must be provided by a **licensed physician** and maintained in files on site. For additional information regarding food allergies visit:

[http://healthymeals.nal.usda.gov/nal\\_display/index.php?tax\\_level=1&info\\_center=14&tax\\_subject=264](http://healthymeals.nal.usda.gov/nal_display/index.php?tax_level=1&info_center=14&tax_subject=264).

Food substitutions due to personal preferences (i.e. vegetarian) may be made if the food substitution(s) meet the meal pattern requirements (i.e. component and portion size). Substitutions must be documented and maintained on file.

If substitutions do not meet the meal pattern, that meal cannot be claimed for reimbursement. For example, a parent requests that their child receive soy milk instead of cow's milk at all meals. That meal is only reimbursable if a medical statement is signed by a medical authority and kept on file, and the center supplies the soy milk. If a medical statement signed by a medical authority is not on file and/or if the parent provides the soy milk, then all meals served to that child may not be claimed for reimbursement.

ADE may approve variations in meal patterns to meet religious needs. If a center wants to serve meals that vary from USDA Meal Patterns, you must submit a written alternate meal pattern with justification for approval.

- Current approved meal pattern exemptions for Jewish schools, institutions, and Sponsors may be downloaded at  
[http://healthymeals.nal.usda.gov/hsmrs/Special\\_Diets\\_jewish\\_for\\_print.htm](http://healthymeals.nal.usda.gov/hsmrs/Special_Diets_jewish_for_print.htm)
- Current meal pattern exemptions for Seventh Day Adventist schools, institutions, and Sponsors may be downloaded at  
[http://healthymeals.nal.usda.gov/hsmrs/Special\\_Diets\\_adventist\\_for\\_print.htm](http://healthymeals.nal.usda.gov/hsmrs/Special_Diets_adventist_for_print.htm)

Substitutions that can be made without deviating from the required meal pattern may be made at any time and does not require a medical statement signed by a medical authority.

### 7.8: Food Safety

Food scares such as *E. coli* have heightened interest in food traceability. The capability of tracing the origin of food increases the possibility of legal remedy and compensation in the case of a food safety incident. You can review FDA Recalls for the last 60 days at

<http://www.fda.gov/opacom/7alerts.html>

The very best defense in the case of a food borne illness complaint is a documented food temperature log of potentially hazardous foods. Use thermometers to check food temperatures prior to serving any hot or cold item. Record the time and temperatures on a Food Temperature Log. The 2005 FDA Food Code requires that:

- Cold food must be kept at or below 40°F until served
- Hot food must be kept at or above 140°F until served
- Thermometers must be in both the refrigerator and freezer
- All stored foods must be sealed, labeled, and dated for all items not in original containers.

#### **Required Food Safety Certifications**

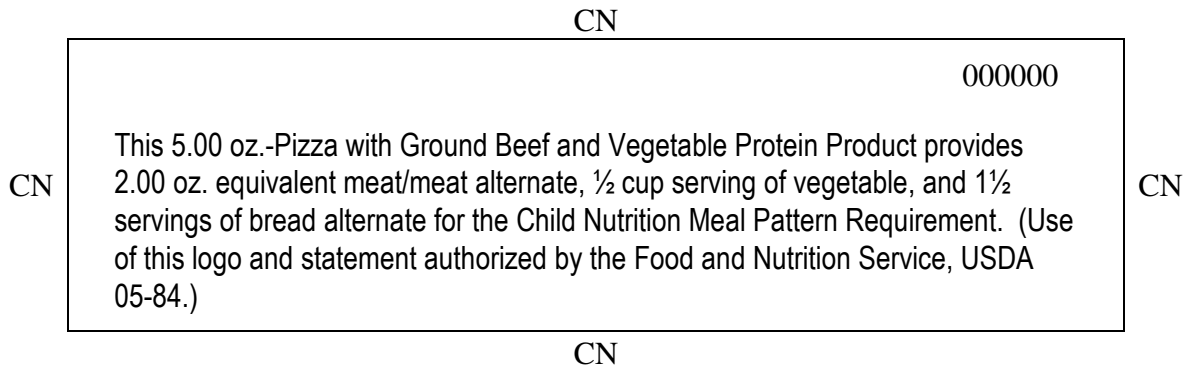
- Each county in Arizona sets its own requirements for food safety certifications. Ensure your center meets your county requirements and has the following:
  - Food Safety Manager
  - Food Handlers Card

### Section 7.9: Convenience Foods

Processed foods, commercial products, or convenience foods such as breaded meat products, frozen pizza, or other combination foods that are served to meet more than one component must have a CN-label. The CN-label contains a statement that clearly identifies the contribution the product makes toward the meal pattern requirements. A product analysis sheet signed by the food manufacturer must be obtained if the convenience food does not have a CN-label. The product analysis sheet must state the amount it contributes toward the meal pattern requirements. If a CN label or product analysis sheet is not available, then that item cannot be claimed for reimbursement and should be replaced with a creditable entrée. All documentation regarding convenience foods must be maintained on file. If no information is available at the time of an audit or review, meals containing the convenience food(s) may be disallowed. The following is a sample of a Product Analysis sheet and CN Label:

PRODUCT ANALYSIS DATA	
PRODUCT NAME:	Chicken Nuggets XXXX
PRODUCT CODE:	00000
PACK:	12 - 4 LB. BAGS
NET WT.:	48 LBS.
VARIETY(IES) OF MEAT USED IN PRODUCT: CHICKEN BREAST INCLUDING RIB MEAT AND THIGH MEAT	
TOTAL WEIGHT OF UNCOOKED PRODUCT: .72 OZ.	
WEIGHT OF RAW MEAT: .44437 OZ.	
PERCENT FAT OF RAW MEAT: 8-20%	
WEIGHT OF DRY VPP: N/A	
WEIGHT OF HYDRATED VPP: N/A	
WEIGHT OF RAW MEAT AND HYDRATED VPP: N/A	
PERCENT VPP (ON A FULLY HYDRATED BASIS REPLACING RAW MEAT): N/A	
WEIGHT OF DRY WHOLE EGG: N/A	
WEIGHT OF OTHER MEAT PORTION INGREDIENTS: .06643 OZ.	
WEIGHT OF BREADING (IF USED): .209 OZ.	
TOTAL WEIGHT OF READY TO COOK PRODUCT: .72 OZ.	
I CERTIFY THAT TO THE BEST OF MY KNOWLEDGE, THE ABOVE INFORMATION IS TRUE AND CORRECT AND THAT THE ABOVE MEAT PRODUCT ( <u>ONE NUGGET</u> , READY FOR COOKING), CONTAINS <u>.31 OUNCES</u> OF COOKED <u>LEAN MEAT/MEAT ALTERNATE</u> WHEN PREPARED ACCORDING TO DIRECTIONS.	
COMPANY OFFICIAL'S SIGNATURE	TITLE
COMPANY	DATE

**Sample**

Sample CN Label

Some common items that require a CN label are:

- Chicken patties/nuggets
- Cheese or meat pizzas
- Beef, cheese, or bean burritos
- Egg rolls
- Breaded fish sticks
- Corn dogs

For further information on documenting convenience foods, please refer to the *CACFP Creditable Foods Guide* at <http://www.ade.state.az.us/health-safety/cnp/cacfp/child/CreditableFoodsGuide-2006.pdf>

### Section 7.10: Infant Feeding Requirements

Child care centers must offer program meals to ALL eligible children, including infants.

The CACFP does not discriminate in any aspect of the delivery of program benefits. This includes the "inequitable allocation of Program (CACFP) benefits or services to eligible children on the basis of race, color, national origin, sex, **age**, or handicap [disability]" (FNS Instruction 113-4 XII A 2).

#### Meal Pattern for Infants

	Birth - 3 months	4 - 7 months	8 - 11 months
<b>Breakfast</b>	4-6 fluid ounces breast milk <b>or</b> iron-fortified infant formula	4-8 fluid ounces breast milk <b>or</b> iron-fortified infant formula 0-3 tablespoons infant cereal (optional)	6-8 fluid ounces breast milk <b>or</b> iron-fortified infant formula 2-4 tablespoons Iron-fortified infant cereal 1-4 tablespoons fruit <b>and/or</b> vegetable
<b>Lunch or Supper</b>	4-6 fluid ounces breast milk <b>or</b> iron-fortified infant formula	4-8 fluid ounces breast milk <b>or</b> iron-fortified infant formula 0-3 tablespoons infant cereal (optional) 0-3 tablespoons fruit <b>and/or</b> vegetable (optional)	6-8 fluid ounces breast milk <b>or</b> iron-fortified infant formula 1-4 tablespoons fruit <b>and/or</b> vegetable 2-4 tablespoons infant cereal <b>or</b> 1-4 tablespoons meat, fish, poultry, egg yolk, cooked dry beans, or dry peas, <b>or</b> ½-2 ounces cheese <b>or</b> 1-4 ounces cottage cheese, cheese food, or cheese spread
<b>Supplement</b>	4-6 fluid ounces breast milk <b>or</b> iron-fortified infant formula	4-8 fluid ounces breast milk <b>or</b> iron-fortified infant formula 0-3 tablespoons infant cereal (optional)	2-4 fluid ounces breast milk, iron-fortified infant formula, <b>or</b> full strength 100% fruit juice 0-1/2 slice bread <b>or</b> 0-2 crackers (optional)
<ul style="list-style-type: none"> <li>Juice may not be served as a fruit and/or vegetable component at breakfast, lunch, or supper</li> <li>0-3 T means the component is <u>optional</u>; and</li> <li>Portion size not listing zero as a measurement indicates that component <b>must</b> be offered.</li> </ul>			

#### Iron-fortified Required

- Formula and Infant cereal must be iron-fortified.
- Label must state "with iron" or "iron-fortified."

The following list, provided by USDA, indicates which soy-based infant formulas are creditable and do **not** require a medical statement. This list is not all-inclusive.

Mead Johnson Enfamil ProSobee	Mead Johnson Enfamil ProSobee Lipil	Nestle Good Start Essentials Soy
Nestle Good Start Supreme Soy with Lipids	Ross Similac Isomil Soy with Iron	Ross Similac Isomil Advance Soy with Iron

PBM (formerly known as Wyeth)-produced private label store brand soy-based infant formulas:

AAFES Baby's Choice Soy with Iron	AAFES Baby's Choice Soy with Iron and Lipids	Albertson's Baby Basics Soy with Iron
Albertson's Baby Basics Soy with Iron and Lipids	Bright Beginnings Soy with Iron	Bright Beginnings Soy with Iron and Lipids
CVS Soy with Iron	Good Sense Soy with Iron	H-E-B Baby Soy with Iron
H-E-B Baby Soy with Iron and Lipids	Hill Country Soy with Iron	Home Best Soy with Iron

Home Best Soy with Iron and Lipids	Hy-Vee Mother's Choice Soy with Iron	Hy-Vee Mother's Choice Soy with Iron and Lipids
Kozy Kids Soy with Iron and Lipids	Kroger Comforts Soy with Iron	Kroger Comforts Soy with Iron and Lipids
Little Ones Soy with Iron	Meijer Soy Protein with Iron	Nash Finch Our Family Soy with Iron
Pathmark Soy with Iron	Perfect Choice Soy with Iron	Price Chopper Soy with Iron
Price Chopper Soy with Iron and Lipids	Safeway Select Soy with Iron	ShopRite Soy with Iron
Target Soy with Iron	Target Soy with Iron and Lipids	Top Care Soy with Iron
Top Care Soy with Iron and Lipids	Wal-Mart Parent's Choice Soy with Iron	Wal-Mart Parent's Choice Soy with Lipids
Walgreens Soy with Iron	Walgreens Soy with Iron and Lipids	Wegman's Soy with Iron
Wegman's Soy with Iron and Lipids	Western Family Soy with Iron	Western Family Soy with Iron and Lipids

Note: Cow's milk may not be served to infants 0-12 months without a written medical statement signed by a medical authority. Due to choking hazards, cereal may not be fed to an infant out of a bottle, unless supported by a medical statement signed by a medical authority.

### **Claiming Requirements**

- Centers must purchase and offer all required meal components.
- Parent/Guardian may decline offered infant formula in writing.
  - Infant Feeding Preference Form must be completed when formula or food(s) being offered by the center is declined by the parent/guardian.
- If parent/guardian chooses to provide formula/breast milk, the meal is reimbursable unless the mother comes to the center to nurse (exception: she is a staff member).
- Meals are NOT reimbursable if parent/guardian provides all components for 8-11 month infants – the center must provide at least one component.

### **Commercially-Prepared Vegetables/Fruits**

- Creditable:
  - Must list vegetable/fruit as first ingredient
- Non-creditable:
  - Mixed jarred foods (i.e. chicken and carrots)
  - Foods with “dessert” or “pudding” in product name listing fruit as first ingredient
  - Jarred cereals with fruit

**Meat & Meat Alternates**

- Non-creditable:
  - Fish sticks, other breaded fish, or seafood products, hot dogs, and sausage NOT designed by manufacturer for infant consumption
  - Meat sticks (look like miniature hot dogs)
  - Commercially-prepared combination dinners. They are difficult to determine actual amount of various food components in dinners and may be served as “extras.”
  - Yogurt does not meet meal pattern requirements as meat alternate

**Non-Creditable Foods**

- Honey
  - Contains harmful botulism spores
- See Creditable Foods Guide (Infant Section)

**Refer to Chapter 5 for information on completing required infant records.**